



**International Special Events Society
Greater Los Angeles Chapter
Showcase Event Confirmation**

The International Special Events Society, Greater Los Angeles Chapter (ISES-LA) wishes to thank [redacted] for showcasing their company and product at our upcoming event on [redacted]. So that the understanding between our organizations is clear, please review the following certification of product and services to be provided. To create the best impression for both parties, we respectfully request you treat the International Special Events Society, Greater Los Angeles Chapter as you would any client. Your timeliness, integrity and attention to detail will reflect on us both. Unless indicated below, all services are to be ‘showcased’ to the International Special Events Society, Greater Los Angeles Chapter at no charge.

Please review this document carefully. It outlines our expectations, showcase guidelines and restrictions. Your signature is required and it represents an agreement between ISES-LA and your company. Please fill in your company information. It will be used to promote your business. Once completed, kindly forward along with any required proof of insurance to ISES-LA. Please indicate ALL products and services you will be providing for the above event. Attach additional pages if necessary.

Event Details:

Venue Name:	
Venue Address:	
Showcase Company Contact	
Web address (for link to your website)	
Email address:	
Telephone:	
Fax	
Address:	
Event Start/End Time:	
Room Name/Square Footage:	
Load in time:	
Guest Count Estimate:	
Audio Visual:	
Bar/Beverage (drink items, servers, physical bar):	
Décor/Items/Service (Please be specific):	
Entertainment:	
Florals (table centerpieces, buffet décor):	

Food (attach menu, servers provided, etc):	
Lighting:	
Linens:	
Parking:	
Power:	
Rentals:	
Security:	
Additional Services/Products:	

ISES-LA will provide the following:

- Clear understanding of theme, audience, and expectations;
- Aggressive pre-event promotion, listing showcases companies (when appropriate) to all prospective attendees. (Vendors may market directly to our membership to promote attendance. All materials subject to ISES-LA review);
- Reasonable space allotment or duration of performance affording adequate exposure for the Showcase Company;
- One complimentary admission in addition to any servers – special arrangements may be considered for the host venue and caterer and discounted admissions for guests of the Showcase Company;
- Full contact listing for all event attendees;
- On-site and/or event follow-up to all members recognizing the Showcase Company and providing the Showcase Company’s contact information;
- Showcase Company listing on the ISES-LA website for 1 month following the event.

Important Notes: ISES-LA may request that the Showcase Company attend one initial planning meeting or conference call and one walkthrough meeting prior to the event. To insure proper space allocation, compatible presentation with other vendors, and scheduling for load in and strike deadlines, ISES-LA requests that the Showcase Company submit a complete summary of technical needs for any production or implementation set-up requirements, 30 days prior to the event.

And now for the legal stuff...

Changes: Any deviations from the services indicated in this agreement will be accepted only if mutually agreed upon in writing or email by both parties not less than one week prior to the event.

Cancellations: Both parties are signing this agreement in good faith. Should the Showcase Company cancel their participation within 60 days of the event, monetary damages may be incurred by ISES-LA to replace the agreed upon services. If that is the case, these costs will be passed on to the Showcase Company listed in this agreement.

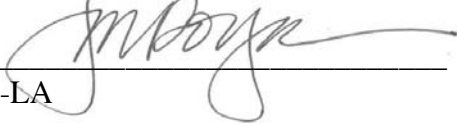
Responsibility: All Showcase Companies are responsible for the payment of labor set-up and strike fees. If any fees are involved with the performances of the services indicated in this agreement, they must be indicated at time of signature.

By signing this agreement the Showcase Company agrees to hold harmless ISES-LA for any Act of God, war, government regulation, strike, terrorism, work stoppage, civil disorder, or nonperformance or changes made by a Showcase Company or site.

Any controversy or claim arising out of or relating to this contract will be settled through mediation. If the dispute is not satisfactorily resolved through mediation within 30 days, it will be referred to arbitration in accordance with the rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrators may be entered in court, in the County of Los Angeles, California, having jurisdiction. This constitutes the entire agreement between the parties. Any conditions other than stated are herein void.

Please indicate your acceptance of this agreement with your signature and date below.

We appreciate your generous support. We look forward to a great event!



ISES-LA

Showcase Company

Date

Date

Mail: ISES LA, 275 E. Hillcrest Drive, Suite 215, Thousand Oaks, CA 91360

Fax: ISES LA at (805) 557-1133

Email: info@ises-la.com